

PDG B-5 RENEWAL GRANT NON-COMPETING CONTINUATION APPLICATION & CARRYOVER REQUEST PROCESSES

Description of Expectations
Q&A Discussion
September 10, 2020

Welcome

Federal Resources for this Presentation

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- Richard Gonzales – ACF/Office of Child Care; PDG B-5 Project Manager
- Sheri Harmon – ACF/Office of Grants Management; Grants Management Specialist
- Stefanie Gordon – ACF/ Office of Grants Management; Grants Management Officer

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Non-Competing Continuation Application Process

PDG B-5 Renewal Grant - Year 2 of 3

Non-Competing Continuation Application for Year 2 of 3

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- You are not competing for funds; therefore, you are not required to submit a nearly 75-page application for evaluation.
- This “application” is more of a zeroing-in and description of your year 2 scope of work.
- You are to briefly describe what was accomplished or is projected to be accomplished by the end of the 1st year and how what will occur in year 2 builds on the previous year’s work.

Miscellaneous Information Upload

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- Miscellaneous information should include:
 - Continuation statement verifying that the state is in a position to: 1) continue its project activities and 2) accept a planned continuation award.
 - Explanation of how unobligated funds from year 1 will be used in year 2, if carryover is requested and approved.
 - Applicable indirect cost rate agreement or justification for using the de minimis rate in year 2.

Year 2 Project Narrative

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Project Narrative Upload –

- ❑ The project narrative should explain the proposed work plan for year 2.
- ❑ This narrative should clearly identify the tasks to be accomplished during this 2nd year that go beyond any work to be accomplished using renewal grant year 1 funding.
- ❑ No page requirement; enough pages to describe what will be accomplished.

Year 2 Budget Narrative

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Budget Narrative Upload –

- The budget narrative should explain the necessary costs for the work to be accomplished in year 2.
- This budget narrative should clearly identify the expected costs during this 2nd year that go beyond any obligated expenditures related to renewal grant year 1 funding.
- The budget narrative should justify the costs by budget category, including the scope and amount of each contract.

Unobligated Funds Use Described

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- For this NCC Application submission, you are to include the best information you have at the time of submission related to how unobligated funds from year 1 will be used in year 2.
- Any amounts you actually request to carryover from year 1 will be based on real numbers as reflected in your Annual SF-425, sometime between **January and March 2021**.
- Note: KS/NE/SC – see special slide at end of presentation.

SF-424A

The SF-424A –

- The SF-424A should reflect the desired line item budget for the total amount of funding available – which is the same total amount as that received in the first year of the renewal grant.
- The SF-424A should also include the required 30% non-federal match (NFM) identified in the appropriate line item(s) in its own column: One column for Federal dollars and another for NFM.

Additional Items to Submit

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- ❑ Project Abstract Summary
- ❑ Key Personnel and changes in grantee information
- ❑ SF-424B Assurances – Non-Construction
- ❑ SF-424C (ALTHOUGH THIS FORM IS IDENTIFIED IN THE GRANTSOLUTIONS GMM APPLICATION KIT, IT IS NOT REQUIRED FOR THE PDG B-5 NON-COMPETING CONTINUATION APPLICATION.)
- ❑ SF-LLL Disclosure of Lobbying Activities

Additional Requirement for Some of You

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- Those of you entering into a grant of more than \$5,000,000 need the Certification of Filing and Payment of Federal Taxes Form.

Window for Submission/Award Date

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- The window for submission of your continuation application is anytime between October 1-15, 2020.
- Failure to submit a continuing application during this period could result in discontinuance of funding for year 2.
- Effective start date for the year 2 award is December 31, 2020, regardless of what date the grant award is issued.

Alternate Timeline for KS/NE/SC

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- The window for submission of the continuation application for KS, NE, and SC is **anytime between February 1-15, 2021.**
- Effective start date for your year 2 award is April 30, 2021, regardless of what date the grant award is issued.
- Any amounts you actually request to carryover from year 1 will be based on real numbers as reflected in your Annual SF-425, **sometime between May and July 2021.**

GrantSolutions GMM

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- Non-competing continuations can be viewed and processed in the GrantSolutions GMM.
- If a grantee qualifies for a non-compete application, the “My Grants List” visibly displays the status and apply links.
- The grantee selects the Apply for Non-Competing Award link to begin the application process.
- Contact the GS HelpDesk if assistance is needed.

NCC Application Discussion Wrap-Up

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- Q&A Period
- Summary of key points
- Contact Sheri Harmon at Sheri.harmon@acf.hhs.gov for fiscal-related questions.
- Contact Richard Gonzales at Richard.Gonzales@acf.hhs.gov for program-related questions.
- **Transition to Presentation on CarryOver Requests**

Carry Over Balance Request

PDG B-5 Renewal Grant – Year 1 into Year 2

Carryover Requests from Year 1 into Year 2

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To request carryover of unobligated funds, grant recipients must submit:

- ❑ a Carryover Amendment Request in Grant Solutions and
- ❑ the Annual SF-425 Federal Financial Report in PMS (due no later than **March 30, 2021**, but may be submitted as early as January 1, 2021- see next slide).

Submission of Annual SF-425

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- Requests for carryover of unobligated balances should be initiated once the actual unobligated balance is known.
- The Federal Cash Transaction Report (FCTR) should be available in PMS on January 1, 2021 to report disbursements through December 30, 2020. The Annual SF-425 Federal Financial Report (FFR) may be submitted immediately following the FCTR submission.

Prospective Costs and Approved Purposes

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- Requests for carryover of unobligated balances must include only prospective costs and activities, i.e., ones that will be incurred or undertaken following ACF grants management review and approval of the request.
- Carryover funds may be used for the purpose(s) for which they were originally authorized or other purposes within the scope of the application as approved by your FPO and/or Grants Specialist.

No Work Stoppage

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- You will not have to stop work on year one tasks in January, while waiting to receive carryover approval.
- You most probably will be carrying out tasks related to year 1 and year 2 simultaneously.

Carry Over Balance Discussion Wrap-Up

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